

# **Kirkendall Public Library**

## **Ankeny, Iowa**

### **The Mission of the Kirkendall Public Library**

#### **The Kirkendall Public Library enhances our community members' lives by:**

- offering experiences to support and nourish the community's spirit, imagination and culture
- providing opportunities for personal growth and success
- contributing to the growth and development of our families and children
- supporting the economic vitality of our community

#### **SUBJECT:                  FINES AND FEES**

**BACKGROUND:**          The Library charges fines to encourage compliance with rules for the return of materials that promote fair and equal access to limited resources.

**POLICY:**                  The Library Board of Trustees has established procedures for handling materials that are overdue or lost or damaged. These procedures also establish methods of retrieval for overdue materials, interlibrary loan materials and equipment.

The Library does not generally charge for the use or loan of materials it owns or for the use of library services. The Library Board of Trustees has, however, established exceptions to the policy for the following: use of meeting rooms; copying; replacement of a lost patron card; printing; equipment use; lost or damaged materials; and, postage for interlibrary loans. The Board may establish such other charges as it determines to be necessary.

#### **PROCEDURE:**          A. Overdue Materials:

1. A fine of \$0.20 cents per day per item, with the exception of DVD's, will be charged each day the materials are overdue up to a maximum of \$5.00 per item.
2. A charge of \$0.50 per day per DVD, will be charged each day that these items are overdue up to a maximum of \$5.00 per item.
3. Notices will be sent to patrons to remind them of overdue materials. The first notice will go out 2 weeks after the material(s) are due. A second notice will be 2 weeks later. A final lost notice will be sent out 2 weeks later. The accrual of fines will be stopped at this time and the patron will be charged the cost to replace the items.
4. Fines are stopped on the date the overdue item is returned.

#### B. Concealment of Materials:

The law of the State of Iowa provides that the fact that a person fails to return library materials for 2 months after the date the person agreed to return the materials is evidence of intent to deprive the library of its property, provided a reasonable attempt has been made to reclaim the

materials. Under these circumstances the Library may elect to proceed as follows:

1. According to the Code of Ankeny (Code: 2.36.120 Library Books-Recovery Procedure): If any book or other property of the Library is retained by any person beyond the period provided by the rules and regulations of the Board of Trustees and is not returned upon the written request of the Board; the Mayor may issue an order to the Chief of Police to obtain the property. This order shall be sufficient authority for any police officer to take lawful possession of the book or the property, collect the fine, and return the book or property and the fine to the Library Director.
2. In accordance with the City Code: after the passage of two weeks from the date of the 3<sup>rd</sup> and final notice on overdue materials, a letter will be sent telling the patron that if the overdue materials are not returned within 10 days a police officer will retrieve the materials. Police officers will be sent to retrieve any material that is overdue.
3. If the police are unable to retrieve the materials or the cost to replace the materials, the Library Director may have the city attorney send a certified letter to the patron requesting the return of the materials or the cost of replacement. The Library Director may then request the City Attorney initiate legal proceedings on behalf of the Board.

C. Overdue Interlibrary Loan Books:

Interlibrary Loan (ILL) materials check out for the period allowed by the lending library. There is a \$2.00 charge for each item checked out. The Library staff shall attempt to notify the patron by telephone or email 3-6 days after an ILL book is due. Any late fees assessed by the lending library will be charged to the patron. Charges for lost or damaged ILL materials will be determined by the lending library and charged to the patron.

D. Overdue Periodicals:

There will be a \$5.00 charge for each lost periodical.

E. Lost or Damaged Library Cards:

There will be a \$1.00 charge for replacing a valid library card that has been lost or damaged.

F. Damaged Equipment:

The cost to repair or replace damaged equipment will be charged to the patron. The cost of bulbs will not be charged to the patron or other routine maintenance. In the event the equipment is lost, replacement costs will be charged to the patron.

G. Lost Items:

If a patron pays for a lost item but finds it and returns it within 90 days their money will be refunded minus a \$3.00 processing fee.

H. Damaged Items:

If a patron pays to replace a damaged item they will be charged the cost of the item plus a \$3.00 processing fee. They will be asked to pay the replacement cost. They may not bring in a like item to replace the one damaged.

- I. Collections Agency: Delinquent accounts (60 days) with fines at least \$25.00 may be turned over to a collections agency.

### **CHARGES**

***Exceptions In-House/Other Services:***

Replacement of patron's card	\$1.00
Photocopy:	
Regular	\$ .10
Legal	\$ .10
Ledger	\$ .10
Transparency	\$ .50
Fax:	
Local call (per transaction)	\$1.00
Long distance call (per transaction)	\$2.00
Returning periodical without envelope	\$1.00
Interlibrary loans per item	\$2.00
<b><i>Computer Microcomputer printers:</i></b>	
Black and white prints	\$ .10
Color printers per page	\$ .25
<b><i>Meeting Rooms:</i></b>	
Per session repair or cleanup costs	as charged

\* There will be an additional \$3.00 processing fee on all lost or damaged materials.

**Adopted by Library Board of Trustees:** April 2002

**Revised:**

January 2015  
April 2008  
July 2008  
August 2012  
March 21, 2013  
April 17, 2014

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Myrna Brayton, Library Director

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Date

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Todd C. Beveridge, Board President

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Date